

## **Terms and Conditions**

## **Privacy Policy**

The City respects your right to privacy. This policy summarizes what personally identifiable information we may collect, and how we might use this information. This policy also describes other important topics relating to your privacy. The City reserves the right to modify this privacy policy at any time. The City will promptly reflect any such modifications in these Web pages.

### **Information Collection**

The City will only collect personally identifiable information (such as name, title, company name, address, telephone number or e-mail address) that you voluntarily provide through our Web site or e-mail correspondence. The City will collect general information (such as the type of browser you use, the files you request, and the domain name and country from which you request information) to improve our Web site and better meet your needs.

#### **Use of Information**

Before we collect any personally identifiable information, the City will provide an explanation for the possible use of your data. The information you supply will be used by us to respond to your inquiries or supply you with requested information the City. It may be necessary, if required by law or if pertinent to judicial or governmental investigations, to release your personally identifiable information. If you have submitted personal information to us electronically and would like it removed or modified, please contact the City. The City will use reasonable efforts to comply with your request as permitted by law.

#### Links

This Web site contains links to other sites. The City does not endorse or otherwise accept responsibility for the content or privacy policies of those sites.

# **Security**

The City guards your online transactions. The actual transmission of your payment information over the Internet is at its safest when your Web browser can make an encrypted connection, and for your protection, the City will only process your order if you can make such a connection. If

you have trouble with the encrypted connection, your computer, Web browser or Internet connection cannot support SSL (Secure Socket Layer), then you'll want to contact the City to complete your order.

### **Online Refund Policy**

In the event that your payment to the City was charged to your credit card or paid by check in error or without your permission, the City will honor your request to cancel the original transaction and refund your payment in full as long as the request is made within ninety days of the original transaction, and in the case of merchandise, the merchandise is returned.

If your original payment was made by credit card, the period of ninety days will begin from the transaction processing date. If payment was made by check, the period of ninety days will begin from the date the check was written. The City reserves the right to revise this policy at any time.